



Town of Berwyn Heights

5700 Berwyn Road
Berwyn Heights, MD 20740
Tel. (301) 474-5000
Fax (301) 474-5002

MAYOR
Jodie Kulpa-Eddy

COUNCIL MEMBERS
Christopher Rasmussen (Mayor Pro Tem)
Patricia Dennison
Maria Robles
Lynn White

BUILDING PERMIT APPLICATION

Town Permit # _____
Date Issued _____
Town Fee \$ _____

- (1) PROPERTY OWNER _____ PHONE _____
- (2) ADDRESS _____
- (3) LOT # _____ BLOCK # _____
- (4) CONTRACTOR _____ PHONE _____
- (5) ADDRESS _____
- (6) WORK DESCRIPTION _____
- (7) COUNTY FEE _____ COUNTY PERMIT # _____
- (8) TOWN FEE (SAME AS THE COUNTY FEE) _____
- (9) Will heavy equipment such as tractors, bulldozers, etc., be used on this project? ☐ Yes ☐ No
- (10) Will any trucks (including cement mixers) have to cross the curb to deliver materials? ☐ Yes ☐ No
- (11) Will the curb and/or gutter be cut for any reason? ☐ Yes ☐ No
- (12) _____
- Applicant's Signature _____ Date _____

CONDITIONS:

- 1) A copy of your County building permit and one set of plans must be submitted with each application.
- 2) A copy of the plans and/or a drawing with placement and measurements of structure will be retained by the Town of Berwyn Heights.
- 3) A minimum deposit of **\$250.00** may be required for each building permit issued in accordance with **Ordinance 104**, to cover damages which may occur to Town property while construction is being performed. If items #9, 10, and/or 11 are "yes," a deposit will be required.
- 4) **A late filing fee of \$25.00 will be collected if construction is started before a Town permit is issued.**
- 5) The applicant does hereby agree to abide by all Ordinances and agreements with the Town of Berwyn Heights and to establish proper drainage by Prince George's County.

Fee Received By _____ (Signature)

☐ APPROVED
☐ NOT APPROVED _____
Councilmember Date